Module 3: Bibliographic Control

In this module, you will describe how the library processes depository publications and maintains a holdings record to the piece level for tangible publications. There are questions on various aspects of bibliographic control, including piece level accounting, cataloging of tangible and electronic materials, and your library's policies and procedures. This will help you document how your library provides bibliographic access to depository publications, which helps library public services staff and your library users identify the publications in the library's collection. These publications should be those that best meet the U.S. Government information needs of the library users.

As a reminder, how your library chooses to address the questions within this module continues to be a local determination, so there may be several different, but perfectly acceptable, answers to the same question. Guidance for evaluating your own responses is highlighted within various sections and also summarized at the end of the module. The questions address situations at many libraries; however, there may be additional or unique bibliographic control situations at your library that you are encouraged to consider in your overall review of the topics covered in the module. Some libraries have different processes for different parts of the collection; therefore, as applicable, please feel free to repeat questions or add additional comments after questions as appropriate to answer questions completely.

Self-Study Module 3: Bibliographic Control

Working with the Module Part in PDF

For technical information on how to work with the PDF portion of the module, please consult the information found in the **Introduction** to the Self-Study.

GPO Resources and Tools

Please review these resources before completing this module. These resources are the sources for review of your responses.

* **Administrative Notes Technical Supplement**
* **Claims**
* FDLH chapter on **Public Services**
* FDLH chapter on **Technical Services**
* **FDLP Internet Use Policy Guidelines**
* **Forwarding or Returning Misdirected Shipment Boxes**
* **LostDocs Reporting Form** and **askGPO** lostdocs
* **New Electronic Titles** (NET)
* **Shipping Lister** (.pdf)
* **Shipping List s** (.dbf)
* **Web Claim Form**
* **WEBTech Notes**
* Z39.50 cataloging protocol information (see: **FAQs about Z39.50**)

The following statements on bibliographic control can be found in the above listed resources:

"Material distributed through the Federal Depository Library Program (FDLP) remains the property of the Federal Government. Your depository library is the legally responsible custodian of the Federal Government property it receives through the FDLP. As such, your depository is required to perform service functions. Specifically, your depository must maintain a holdings record to the piece level of all depository selections received in tangible format."
…Your depository must ensure that all tangible publications to which a library is entitled are received from GPO and make them available for public use as soon as possible." (FDLH, Chapter 6, Technical Services)

All depository libraries must offer the general public free access to online Federal Government information provided through the Federal Depository Library Program (FDLP). This follows the same principle of free access that governs the use of traditional depository materials, as provided in Section 1911 of Title 44, United States Code. … All depository libraries are expected to provide access to the products in the FDLP Electronic Collection. (FDLP Internet Use Policy Guidelines)

"Cataloging greatly enhances accessibility and patron usage and is strongly recommended for all or part of the depository collection, including online publications." (FDLH, Chapter 6, Technical Services)

"The single most important action your depository can take to increase public awareness and usage of depository resources is to provide access to those resources through the library's online public access catalog." (FDLH, Chapter 4, Public Services)

"Maintain awareness of your cataloging and technical service processes, including your library's policies in this area since they frequently have a large impact on public services. For example, the way the library catalog displays information can have a strong influence on your users' ability to easily locate government information. Shared library catalogs facilitate increased awareness of government information resources at other depositories, promote resource sharing, and facilitate referrals." (FDLH Chapter 6, Technical Services)

Library Resources to Gather and Review

* Cataloging policy for depository materials
* Procedures manual for processing depository materials

Other Resources Referenced in this Module

* **DOCTECH-L**
* **Documents Data Miner 2** (DDM2)
* **GOVDOC-L**